

30 August 1955

MEMORANDUM FOR: General Counsel.
FROM: Executive Secretary, Incentive Awards Committee
SUBJECT: Employee Suggestion - Number 1952

25X1A

1. The attached suggestion has been submitted in accordance with [REDACTED] Incentive Awards Program. Inasmuch as your staff is especially qualified to evaluate suggestions in this field, you are requested to review and evaluate this suggestion as to the possibility of adopting it to improve Agency operations.

2. Please include in the evaluation an estimate of savings that might be realized through adoption of the suggestion. If no monetary savings can be estimated, note any improvements such as better morale or working conditions that you believe would result. If the suggestion is one that will result in savings over a period of years, the estimate should reflect the average annual savings. A form for the evaluation of the employee suggestion is attached for your convenience.

3. Your cooperation in this management improvement program will be appreciated by the Committee.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

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[REDACTED]

Enclosure